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Introduction To DAISY

What is DAISY? DAISY is the **D**RMS **A**utomated **I**nformation **Sy**stem. It is the system used for the disposal of excess assets.

This section provides detailed information on reporting excess assets. Resources that are being reported to the disposal activity are assets that are excess to the Command's requirements. DPAS provides a means for these excess assets to be reported electronically to the disposal activity. The user designates the excess assets by using the DPAS excess process. There are two different excess processes: one of the excess processes will handle property book assets, while the other will handle non-property book assets. The excess process can be accessed from the Supply Requests Turn-In Key Data screen by selecting the Excess Actions jump button upon the completion of the Turn-In process. When the Non-Property Book checkbox is not selected, the process will jump to the Excess Asset process. When the Non-Property Book checkbox is selected, the process will jump to the Excess Non-Property process. Either one of these two processes may also be started by selecting their respective option from the Excess Actions option in the Hand Receipt module.

> **NOTE:**
> Not all Command sites are reporting excess assets to a disposal activity. At those sites, the user will still have the option to print the form at the time of turn-in or to generate the form through the Detail Turn-in/Transfer process. See Document Register for more information.

Currently, the disposal activity for Command sites that are reporting excess assets is the Defense Reutilization and Marketing Office (DRMO). At DRMO, DAISY has been designated as the system for redistribution or disposal of resources, including Information Technology (IT) (or ADP) resources previously handled by the Defense Information Technology Management System (DITMS).

There are two types of transactions sent by the Command. The EXCESS transaction is sent by the Command to inform the disposal activity that an asset is available for redistribution. A Document Identifier Code (DIC) of "AS3" is assigned to the EXCESS transactions. The PRENOTIFICATION (Potential Excess) transaction is sent by the Command to inform the disposal activity that an asset will become available for redistribution at some point in the future. While the Prenotification transaction is not a mandatory transaction, it does allow the disposal activity to prepare with work planning when and if large quantities of property are arriving at the site. It also helps to ensure that the proper paper work is generated when items are turned in.

> **NOTE:**
> PRENOTIFICATION transactions cannot be created for bulk assets.

A DIC of "AE1" is assigned to the PRENOTIFICATION transactions. When reporting an asset for redistribution for either EXCESS or PRENOTIFICATION, the transaction code in the record will be set to "A".

The Command is allowed to designate assets to other organizations or designees, but must receive approval to transfer these excess items. This request must be identified during the initial excess process. With the current release, only donations to school organizations can be designated in the DPAS excess process.

The Command is allowed to withdraw an asset provided the disposal activity has not informed the Command that the asset has been accepted as excess. A withdraw transaction can be sent for either the EXCESS or the PRENOTIFICATION transaction type. When requesting the withdrawal of an asset for redistribution, the same DIC is used as on the original transaction, but the transaction code in the record will be set to "D".

NOTE:
At the current time, the disposal activity will not be able to handle Change transactions. Therefore, to change information for an asset marked as excess, the asset will need to be withdrawn. Then the user will need to perform the excess or prenotification process again, correcting the asset information. In the future, the Command will be allowed to change either the quantity excessed or the condition code of the asset provided the disposal activity has not informed the Command that the asset has been accepted as excess. A change transaction can be sent for either EXCESS or PRENOTIFICATION transactions. When changing the above information for an asset marked as excess, the transaction code in the record will be set to "C".

When the Command has an agreement with the servicing disposal activity, the asset may be marked as "Excess" but remain at the Command site until redistribution. This will be known as "Excess in Place". Any assets that reside in DPAS will be removed from the DPAS property books, but will remain the responsibility of the Command where the asset is located.

In addition to the EXCESS and PRENOTIFICATION transactions, DPAS will send an ACKNOWLEDGEMENT record to the disposal activity to verify the correctness of a file and/or transaction within a file. If the file is correct, a summary ACKNOWLEDGEMENT will be sent informing the disposal activity of the file's correctness. If the file is not correct, or if there are any problems with any of the detail transactions within the file, a separate ACKNOWLEDGEMENT record will be sent for each incorrect transaction. A DIC of 'AFX' is assigned to the ACKNOWLEDGEMENT transactions.

DPAS will combine all assets (excess and prenotifications) from all DPAS sites and build a single file to send to the disposal activity, although Property Book items and Non-Property Book items will not be sent in the same file. While it is anticipated that DPAS will send at least one file to one disposal site (DAISY) once a day, DPAS has the capability to send multiple files a day to multiple disposal activities or sites.

DPAS will be receiving transactions from the disposal activity. When the disposal activity has accepted the asset marked as excess, a RETURN NOTIFICATION (RN) transaction will be received by the Command. If the quantity on the RN matches the quantity on the EXCESS transaction sent, and the item exists on the DPAS property book, the item will be automatically dropped from the property book. Under the condition where the asset is marked for "Excess In Place", the item will remain on the Asset Redistribution table until the item is physically removed using the Excess in Place Delete process. When the asset is not marked as "Excess in Place", the item is automatically removed from the Asset Redistribution table. A DIC of "XR1" identifies the transaction as a RN.

DPAS will receive Disposal Activity (DA) Site Information transactions from the disposal activity. A DIC of "POC" will identify these transactions. Information in these transactions will be stored to the Disposal Activity table. When performing the excess process, the user has the capability to select the correct Disposal Activity Site from the table.

DPAS will receive Computers for Learning (CFL) transactions from the disposal activity. A DIC of "K12" will identify these transactions. Information in these transactions will be stored to the Disposal Designee Code table. When performing the excess process, the user has the capability to select the proper Disposal Designee site from the table.

In addition to the RN, DA and CFL transactions, DPAS will receive an ACKNOWLEDGEMENT record from the disposal activity to verify the correctness of a file and/or transaction within a file. If the file is correct, a summary ACKNOWLEDGEMENT will be received informing DPAS of the file's correctness; the error code value on the record will be equal to "00". If the file is not correct, or if there are any problems with any of the detail transactions within the file, a separate ACKNOWLEDGEMENT record will be received for each incorrect transaction; the error code value on the record will not be equal to "00" and the error value on the record will contain text detailing the problem. A DIC of "AFX" will identify these transactions.

DAISY Interface Benefits

1. DoD has more descriptive information available to be able to better describe the assets that are available, thus the Department should obtain greater redistribution. Prior to the interface, all DRMS had was the description printed on the DD Form 1348. Today they have nomenclature, utilization data, device code descriptors, manufacturer, part number, etc.

2. Reduces DRMS workload. Most of the data is fed to their system electronically. All you need to do is enter the Document Nbr and Qty.

3. You no longer must hold IT assets awaiting disposition instructions. When you have excess assets, you can take it to the DRMS. DRMS will hold the assets for the required screening period.

4. One Excess/Redistribution Process. There is only one process for redistribution that the you must understand whereas before you had to deal with IT assets differently than non-IT assets.

5. Reduction in System Costs. Savings to the Department by eliminating the DoD IT system (DITMS) and eliminates the cost of feeder systems maintaining multiple interfaces to support excessing/redistribution.

6. Savings to the DoD with the "Excess In Place" feature. Eliminates 1st Destination Transportation costs to the DRMO where feasible.

7. DRMO Workload Forecasting Pre-Notification feature provides "earlier" screening of assets that will become excess and assists DRMO with workload forecasting when used.

8. Increased Asset Control. With the interface, there is not an end to end business process that maintains visibility of the asset as it moves from one system to another from one holder to another.

9. Reduces keyboard input. DPAS user no longer must perform Decrease Actions. They are electronically fed to DPAS from DAISY based upon the receipt input by the DRMO personnel.

How the process works

1. You must use the UIC A/C/D process (Utilities Module) to activate the interface. Each UIC must be activated separately. You can choose between: Interface with Excess In Place Agreement, Interface with no Excess In Place Agreement.

> **NOTE:**
> The Excess In Place agreement is between the user and DRMS that permits the user to "Hold" assets that DRMS has taken ownership of, but will be continued to be managed by the DPAS user until DRMS determines final disposition.

2. Once the interface is activated, the Request for Turn-In process will make the Document Identifier Code (DIC) equal to "A5J DRMO Turn-In" available to the user as a selection for printing of DD Form 1348 that will be forwarded to DRMS.

3. You will identify excess 'stuff'.

   a. **Is it Information Technology (IT) equipment?** DRMS currently defines IT as anything with an Federal Supply Group (FSG) equal to 70.

   NOTE:
   This is subject to change. DRMS may go to FSC level sometime in the future.

   - If the FSG not equal to 70, No School Designation is permitted.
   - If the FSG equals 70, items can be considered for Designation for the CFL (Computers for Learning)

   b. **Is there a signed Excess In Place Agreement?**

   - If no, you can only excess to DRMO
   - If yes, you must determine whether to Excess In Place or Turn-In to DRMO.

4. If you are using Excess Actions (Hand Receipt Module), you report the asset as excess to DRMO.

   a. If Excess In Place is authorized and you if you desire, you can check the Excess In Place box.

   b. If Excess In Place is not authorized the Check Box will be disabled.

   c. If asset has an FSG equal to 70, you can designate the asset for possible school donation.

   d. If asset does not have an FSG equal to 70, you should not attempt a designation.

   e. If asset is available today, you will perform Excess.

   f. If the asset will not be available for some time, you should perform a Pre-Notification action at which sometime in the future you will need to update the Excess status when the asset actually is available.

5. You generate a DD Form 1348 via DPAS when the asset is reported as excess.

   NOTE:
   If the action was a Pre-Notification, no DD Form 1348 should be printed.

6. If asset was reported as Excess and a DD Form1348 was generated:

   a. If "Excessed In Place", fax/mail the form to the designated DRMS site for acceptance.

   b. If "Excessed at DRMO", take the asset and DD Form 1348 to the DRMO location for acceptance.

7. If the asset was "Excessed In Place", go to Step 8.

   a. Designated for School and was approved, DRMO will forward via FAX/Mail an issuing DD Form 1348 advising the DPAS user to contact the school for Pick-up. When the school picks up the asset(s), you will need to have them sign the form and then fax/mail the form back to the DRMO as verification that their asset(s) has been shipped.

   b. DRMO authorizing shipment to another DoD entity or other approved redistribution activity. DRMO will forward via FAX/Mail an issuing DD Form 1348 advising the DPAS user to ship the asset to this address. The DD Form 1348 will contain a fund cite for the shipping costs to be charged to.

8. The DPAS User involvement is complete.

> **NOTES:**
> Step 6 will result in a transaction being sent from DAISY to DPAS to remove the asset from the DPAS user accounts. You do not have to perform any Decrease Action for End Items or Components that were excessed with the End Item (Bulk items must be manually decreased).
>
> Step 7, If Excess In Place, the asset will remain visible to the user of the assets they are holding for DRMS. When the asset is shipped to the school or to another activity as a result of the DD Form 1348 from DRMS, you will need to perform a "Excess In Place Delete" action for the assets shipped.

Who should the DRMS person contact if they are not familiar with the process?

1. Have the DRMO person contact his/her Customer Service Representative.

2. Have them contact George Gray, DRMS @ george.gray@dla.mil, DSN 932-7320.

Setting Up DPAS To Report To DAISY

INTRODUCTION

Resources that are being reported to the disposal activity are assets that are excess to the Command's requirements. DPAS provides a means for these excess assets to be reported electronically to the disposal activity. The user will designate the excess assets by using the DPAS excess process. There are two different excess processes; one of the excess processes will handle property book assets, the other will handle non-property book assets.

The Excess System Code for the UIC must be set to reflect the interface. This process will show you how to change this code.

PREREQUISITES

Before a Command can interface with the disposal activity, the System Administrator at DECC-Dayton must insert the necessary information into the Interface Control table.

Address Keys must be established in the Utilities module.

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Master Table Maint** from the program group.
3. Select **UIC** from the program list.

STEP 1:

a. **UIC:** Enter or browse for your UIC.
b. Click **OK**.

STEP 2:

a. **Excess Sys Cd:**

- If you have a Memorandum of Agreement (MOA) to Excess in Place with your disposal activity, select **Y**.
- If you do not have a Memorandum of Agreement (MOA) to Excess in Place with your disposal activity, select **N**.
- If you do not excess assets to a disposal activity, select **N/A**.

b. Click **Change**.

Prenotifying DRMS Of Excess Property

INTRODUCTION

When the Command has advance knowledge that an asset is to be marked as excess, the Command can send a **PRENOTIFICATION** transaction to the disposal activity. This will allow the disposal activity to advertise that the item will be coming available for use.

Though this is not a mandatory transaction, it does allow the disposal activity to prepare with work planning when and if large quantities of property are arriving at the site. It also helps to ensure that the proper paper work is generated when items are turned in.

When you create a prenotification transaction for an asset, a record is written to the Asset Redistribution table, with the status code on that asset set to "PR" (Prenotification Ready to Send). An Excess Item Number is created for the record, while the Document Number is blank. An "ADD" transaction, with a DIC of "AE1" is inserted into the Excess Import Interface Table for submission to the disposal activity.

After the prenotification transaction is forwarded to the disposal activity via the Export process, the status code is updated to "PX" (Prenotification Exported). When DPAS receives the Acknowledgement record from the disposal activity during the Import process, and the error code value is equal to "00", the status code is updated to "RP" (Prenotification Acknowledged). Should DPAS receive an Acknowledgement record where the error code value is not equal to "00", the status code is updated to "RR" (Record Rejected). When you correct the rejected record, the status code will be reset to "PR" and the process will start again.

NOTE:
Prenotification transactions cannot be created for bulk assets or for assets already in an excess or prenotification status.

PREREQUISITES

Before a Command can interface with the disposal activity, the System Administrator at DECC-Dayton must insert the necessary information into the Interface Control table.

Address Keys must be established in the Utilities module.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Excess Actions** option from the program group.

3. Select **Excess Asset** from the program list.

STEP 1:

a. **Options:** Accept the default **Prenotification**.
b. **Bulk Asset:** This field is not accessible.
c. **UIC:** Enter or browse for your UIC.
d. **Doc Nbr:** This field is not accessible.
e. **Bar Cd:** If your Activity uses bar codes, enter or browse for the bar code of the asset. **Proceed to step i**.
f. **Stock Nbr:** If your Activity does not use bar codes, enter or browse for the stock number of the asset.
g. **Serial Nbr:** If your Activity does not use bar codes, enter or browse for the serial number of the asset.
h. **HRH Nbr:** This field is not accessible.
i. Click **OK**.

STEP 2:

a. Highlight the address of the reporting activity.
b. Click **OK**.

STEP 3:

*   **Dspsl Activity:** Click the browse button to browse for the DoDAAC of the disposal activity.

STEP 4:

a. **Dspsl Activity:** If you know the DoDAAC of the disposal activity, you may enter it (but it must be on the Excess Site Table). If you do not know the DoDAAC of the disposal activity, leave this field blank and search by the state.
b. **State:** Click on the state list box to search by state.
c. **Country Cd:** Click on the binoculars if you wish to search by the country.
d. Click **OK**.

STEP 5 (Excess Tab):

a. **RIC From:** Enter the Routing Identifier Code of the activity reporting the property as excess.

b. **Avail Dt:** The default for the availability date is the current system date, but you can change this to the date the item will become available.

c. **Cond Cd:** Select the appropriate condition of the item.

d. Select the **Designee Tab**.

STEP 6 (Designee Tab):

• **Designee Cd:** Click on the browse button to display the valid Designee codes.

STEP 7:

a. **Designee Cd:** If you know the Designee Code, you can enter it here. This code must match a desingee code on the Disposal Designee Code Table.

b. **City:** If you know the exact city, you can enter it here.

c. **State:** Browse for the state where the asset will be designated.

d. Click **OK**.

HINT!
You **DO NOT** have to enter data in each of the above data fields. This is a search process to search by designee codes, by a specific city, or by state.

STEP 8:
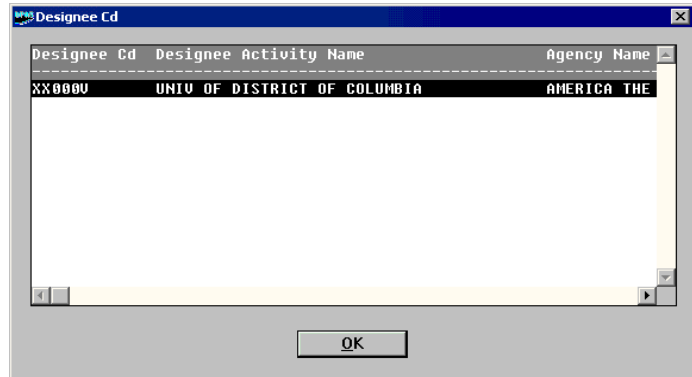
a.   Select the appropriate designee.
b.   Click **OK**.

STEP 9:

a.   Click **Add**.

The Transaction Processed dialog box will be displayed.

b.   Click **OK**.

You will be returned to the Key Data screen.

c.   Click **Exit**.

Changing Information on a Prenotification Record

1.   Enter the Bar Cd **OR** the Stock Nbr on the Key Data screen for the item you are changing.
2.   Click **OK**.
3.   Make the necessary change(s).
4.   Click **Change**.

Excessing Property Using The DAISY Interface

INTRODUCTION

The purpose of the Excess Asset process is to allow you to create or withdraw assets designated as "prenotification" or as "excess" to a disposal activity. This process will add or update data on the Asset Redistribution Table and the Asset Redistribution History Table. The process will automatically update the Excess Action Code on the Serial Hand Receipt Table, the Component Hand Receipt Table, the Bulk Hand Receipt Table or the Transaction History Table.

When you create an excess transaction for an asset and a prenotification transaction was not previously created for that asset, a record is written to the Asset Redistribution table, with an Excess Item Number created for that record. If the prenotification transaction had been previously created for that asset, the status code is updated for that asset. In either case, the status code is set to "ER" (Excess Ready to Send), a Disposal Turn-In Document Number is created, and an "Add" transaction with a DIC of "AS3" is inserted into the Excess Import Interface table for submission to the disposal activity.

After the excess transaction is forwarded to the disposal activity via the Export process, the status code is updated to "EX" (Excess Exported). When DPAS receives the Acknowledgement record from the disposal activity during the Import process, and the error code value is equal to "00", the status code is updated to "RE" (Excess Acknowledged). Should DPAS receive an Acknowledgement record where the error code is not equal to "00", the status code is updated to "RR" (Record Rejected). When you correct the rejected record, the status code will be reset to "ER" and the process will start again.

When DPAS receives the RN record, which indicates acceptance of the asset by the disposal activity, and the quantity being accepted is not equal to the quantity submitted, the status code will be set to "ES" (Excess Suspended). You will need to contact the disposal activity to take care of the discrepancy. If the quantities match, the status code will be set to "EP" (Excess in Place) for those assets being excess in place or "EC" (Excess Complete) for those assets not excess in place. All assets, other than non-property assets, marked as "EP" or "EC" are automatically dropped from the Serial Hand Receipt or the Component Hand Receipt table. Assets marked as "EC" are removed from the Asset Redistribution table after all reports have been generated. Assets with a status code of "EP" are not removed from the Asset Redistribution table until the asset is physically removed from the site. At that point, you will remove the asset from the Asset Redistribution table by using the Excess in Place Delete process. Non-property bulk assets whose quantities match will have their status code set to "EC", while all other type of bulk assets will have their status code set to "ES".

Excess transactions cannot be created for assets already in an excess status.

PREREQUISITES

Before a Command can interface with the disposal activity, the System Administrator at DECC-Dayton must insert the necessary information into the Interface Control table.

You will need to have a Turn-In Document Number. This will be demonstrated in this exercise.

Address Keys must be established in the Utilities module.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand <u>R</u>cpt** from the menu bar.
2. Select **Excess Actions** option from the program group.
3. Select **Excess Asset** from the program list.

STEP 1:

a. **Options:** Select **Excess**.
b. **Bulk Asset:** If the asset(s) you are excessing is bulk managed, check this box.
c. **UIC:** Enter or browse for the UIC that is reporting the material as excess.
d. **Doc Nbr:** Do not enter anything in this field. It will be filled in when you generate the turn-in document number.
e. **Bar Cd:** Do not enter anything in this field.
f. **Stock Nbr:** Enter or browse for the stock number of the asset you are excessing.
g. Leave the remaining fields blank.
h. Click on the **Generate Turn-In Doc** button in the upper right-hand side of this screen.

NOTE:
You can generate a turn-in document from the Excess Asset or Excess Non-Property process by selecting the **Generate Turn-In Doc** button on that processes' Key Data screen. Once the turn-in process has been completed, you are returned to the Excess Asset or Excess Non-Property process.

An asset cannot be excessed before it has been designated for turn-in.

STEP 2:

a. **Document Number Assignment:** Select the appropriate Document Number Assignment.

- **Automated:** DPAS will generate a document number automatically.
- **Manual:** This is a user-defined document number.

b. **UIC:** This field is displayed from the Excess Key Data screen.
c. **Stock Nbr:** This field is displayed from the Excess Key Data screen.
d. **Destn Id:** Click on the browse button to display the Destination Identification Codes.
e. **Transfer Cd:** Click on the browse button to display the Transfer Codes.
f. **Include Turn-In Messages:** If you want to include any transfer messages that you have previously established, check this box.
g. Click **OK**.

STEP 3:

a. **Doc Nbr:** If your Activity interfaces with SARSS-O **AND** you selected **Automated** document number assignment, this field will be displayed with the unit's DoDAAC.

   If you selected **Manual** document number assignment, enter your document number here.

b. **Block:** For automated document number assignments, enter or browse to display the blocks of document numbers.

NOTE:
The Supply Requests Turn-In process will use the Document Identifier Code (DIC) of "A5J" to indicate the assets to be excessed through this interface. When creating the Document Number, it is imperative that the first six position of the Document Number is a valid Department of Defense Activity Address Code (DoDAAC) within the Department of Defense Activity Address File (DoDAAF). Transaction containing an invalid DoDAAC will be rejected by the Disposal Activity.

c. **RIC:** Enter the Routing Identifier Code.
d. **Media Sts Cd:** Select the appropriate Media Status Code. Refer to **References** for the appropriate codes.
e. **HRH Nbr:** Enter or browse for the Major and/or Sub Hand Receipt Holder.
f. **Qty:** Enter the quantity you are turning in.
g. **Supp Address:** If applicable, enter a Supplemental Address for the asset you are turning in.
h. **Fund Cd/Appn:** Enter or browse for the appropriate Fund Code and/or Appropriation Allotment Serial Number.
i. **Signal Cd:** Select the appropriate Signal Code. Refer to **References** for the appropriate codes.
j. **Acq Cost:** Enter the actual cost of the asset.
k. **Cond Cd:** Select the appropriate Condition Code of the asset. Refer to **References** for the appropriate codes.
l. **Local Use:** This is a free field. You can enter any applicable local information.
m. **Remarks:** Enter a justification of why the asset is being turned in.
n. **Addl Data:** Enter any additional information.
o. Click **Save**.

The Transaction Processed dialog box will be displayed.

p. Click **OK**.

You will be returned to the Excess Key Data screen and your Document Number will be displayed.

STEP 4:

a. **Bar Cd:** If your Activity uses bar codes, enter or browse for the bar code of the asset you are excessing. **Proceed to step c.**
b. **Serial Nbr:** Enter or browse for the serial number of the asset you are excessing. If your Activity uses bar codes and you entered a bar code, the serial number will be displayed.
c. Click **OK**.

> **HINT!**
> If you are excessing multiple items within the same Stock Number, you can multi-select the serial numbers.

STEP 5:

a. Select the address key for the Activity reporting the material as excess.
b. Click **OK**.

STEP 6 (Excess Tab):

• **Dspsl Activity:** Click the browse button for the disposal activity's DoDAAC.

STEP 7:

a. **Dspsl Activity:** If you know the DoDAAC of the Disposal Activity, you may enter it (but it must be on the Excess Site Table).

b. **State:** If you wish to search by state, click on the drop down list and select the state for which you are searching.

c. **Country Cd:** If you wish to search by country, click on the binoculars and select the country for which you are searching.

d. Click **OK**.

STEP 8 (Excess Tab):

a. **RIC From:** Enter the Routing Identifier Code of the Activity reporting the property as excess.

b. **Avail Dt:** The default for the availability date is the current system date. You can change this to the date the item will become available.

c. **Cond Cd:** Select the appropriate condition of the item.

d. Select the **Designee** tab.

STEP 9 (Designee Tab):

• **Designee Cd:** Click on the browse button to display the valid Designee codes.

STEP 10:

a. **Designee Cd:** If you know the Designee Code, you can enter it here. This code must match a designee code on the Disposal Designee Code Table.
b. **City:** If you know the exact city, you can enter it here.
c. **State:** Browse for the stat where the asset will be designated.
d. Click **OK**.

HINT!
You **DO NOT** have to enter data in each of the above data fields. This is a search process to search by designee codes, by specific city, or by state.

STEP 11:

a. Select the appropriate designee.
b. Click **OK**.

STEP 12:

• Click **Add**.

You are returned to the Excess Key Data screen. You can now generate the DD Form 1348-1.

Generating a Turn-In Form

STEP 1:

- Click on **Generate Turn-in Form**.

STEP 2:
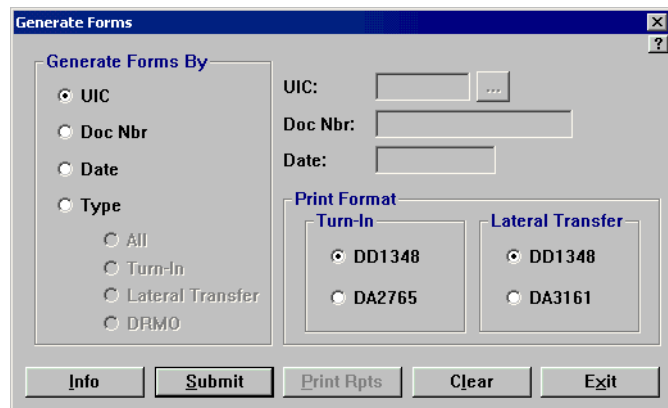
a.   Click **Submit**.

The Transaction Processed dialog box will be displayed.

b.   Click **OK**.

You will be returned to the Generate Forms screen.
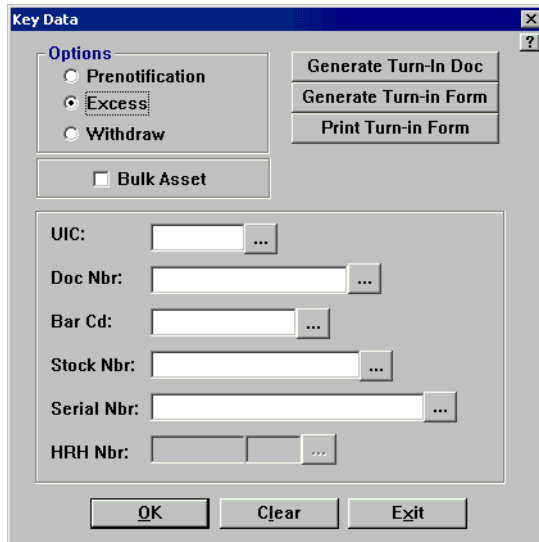
c.   Click **Exit**.

Printing the Turn-In Form

Once you have generated the Turn-In Form, you can now print it.
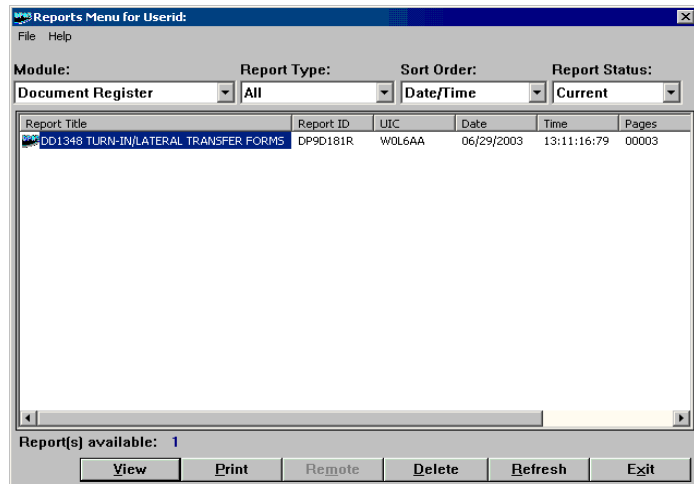
STEP 1:

• Click **Print Turn-in Form**.

STEP 2:

a. Select the **DD1348 TURN-IN/TRANS-FER FORMS** report.
b. Click **View**.

Below is an example of the DD Form 1348-1:

Excess Export Process

The Excess Actions Export Status Report process retrieves summary and detail processing information from the Excess Import Interface table and the Asset Redistribution table. The process will build a fixed-length, format file; the records within the file will consist of "Add", "Delete" and/or Acknowledgement records. The Export Interface System Administrator Report is generated. Once the report is completed, the Excess Import Interface table is updated by deleting the summary rows, and the Asset Redistribution table is updated by deleting the detail rows where the status code was "EC" or "WR". For records on the Asset Redistribution table where the status code is "PR", the status code is changed to "PX"; for those records whose status code is "ER", the status code is changed to "EX".

Excess Import Process

The Excess Actions Parser process will convert the variable-length, pipe-sign delimited file format used by the disposal activity into a fixed-length standard file format for use by DPAS.

The Excess Actions Import process will verify the file layout of the files being imported to DPAS. These verifications include the existence of a header and trailer record, the matching of the DPAS site identification to the Interface Control table, the valid record count on the trailer record, and the matching of the information on the header and trailer records.

The Excess Actions Import Update process will insert summary and detail transactions to the Excess Import Interface table. When a file is rejected, a summary record is inserted into the Excess Import Interface table with a Process Status Code of "FR" (File Rejected) and the appropriate error message. This process will check the file sequence number on the Interface Control table for the site. When the file is out of sequence, a summary record is inserted into the Excess Import Interface table with a Process Status Code of "FS" (File Suspended). A file that is not rejected or suspended will have a summary record inserted into the Excess Import Interface table with a Process Status Code of "FP" (File Ready for Processing); in addition, each detail transaction is inserted into the Excess Import Interface table with the same Process Status Code. Summary rows will contain a "99999999" as the DPAS Database Id.

The Excess Actions Transaction Update process will match the turn-in document number and quantity sent by the disposal activity with the original turn-in document number and quantity sent by the Command. When an exact match is made, the process will check the excess in place indicator on the transaction sent by the disposal activity. If the excess in place indicator is equal to "Y", the Process Status Code is updated to "EP" (Excess In Place) on the Asset Redistribution table. If the excess in place indicator is not equal to "Y", the process will call the End Item Decrease process to remove the end item, and will then delete the transaction from the Asset Redistribution table.

The Excess Actions Import Status Report process will retrieve summary file import information from the Excess Import Interface table. It will build counts of summary rows that resulted from the completion of the Excess Actions Import and Excess Actions Import Update processes. A four-part report is generated for use by the DPAS System Administrator. Part one is a "Processing Summary" report, part two is a "Files Rejected Summary" report, part three is a "Files Suspended Summary" report and part four is a "Files Processed Summary" report.

Excess In Place Delete

INTRODUCTION

The purpose of this program is to allow for the deletion of excess in place asset(s) that have been turned in to Defense Reutilization and Marketing Office (DRMO) and have been reissued/sold by DRMO. These assets were entered on this table utilizing the Excess Asset or Excess Non-Property program and identified as Excess In Place. In order to excess in place assets, there must be a Memorandum of Agreement (MOA) between the Defense Reutilization and Marketing Service (DRMS), Defense Reutilization and Marketing Office (DRMO) and the command, activity, or agency. Upon completion of this screen, the asset(s) are dropped and a history record is written to the Asset Redistribution History Table for each asset affected by the delete action.

PREREQUISITES

UIC must exist on the Unit Identification Table.
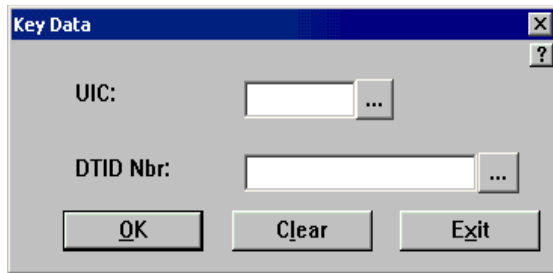
Access must be authorized to the UIC of the asset.

Asset(s) must be on Asset Redistribution Table and identified as excess in place.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Excess Actions** option from the program group.
3. Select **Excess In Place Delete** from the program list.
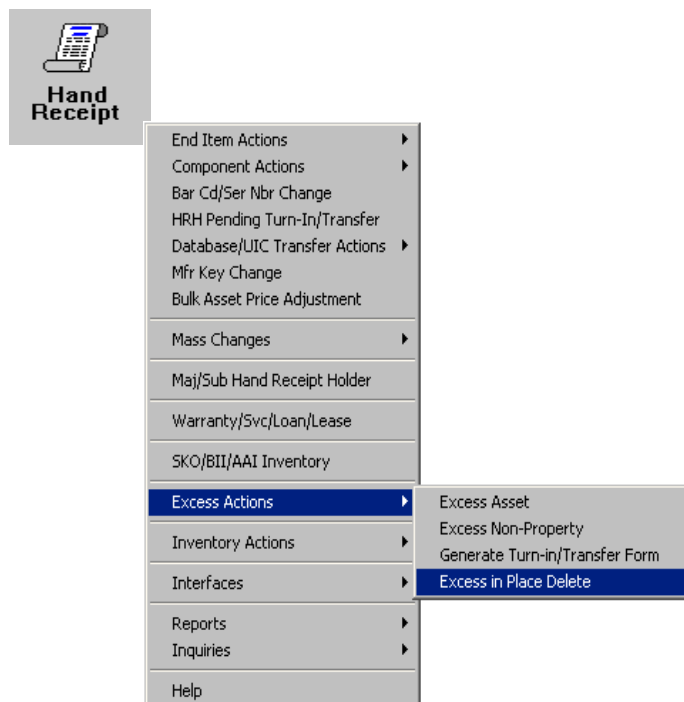
STEP 1:

a. **UIC:** Enter or browse for your UIC.
b. **DTID Nbr:** Enter or browse for the Disposal Turn-In Document Number.
c. Click **OK**.
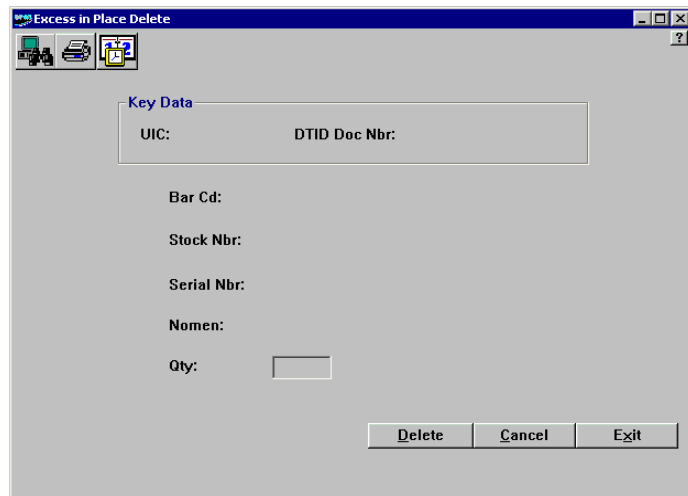
STEP 2:

a. **Qty:** This field is only accessible for bulk assets. If the asset is bulk, enter the quantity.
b. Click **Delete**.

NOTE:
If you selected more than one bar code in the Selection Screen, MULTISELCT will be displayed in the bar code field to alert you that more than one row was selected for deletion.

Prenotifying DRMO of Excess Non-Property Assets

INTRODUCTION

The purpose of this process is to allow the user to create a prenotification transaction that will be sent to a disposal activity.

An excess Item Nbr is generated for each prenotification transaction. The prenotification transaction is written to the Asset Redistribution Table and to the Asset Redistribution History Table.

PREREQUISITES

Before a Command can interface with the disposal activity, the System Administrator at DECC-Dayton must insert the necessary information into the Interface Control table.

Address Keys must be established in the Utilities module.

STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Master Table Maint** from the program group.
3. Select **UIC** from the program list.

STEP 1:

a. **Options:** Accept the default of **Prenotification**.
b. **IT Asset:** Check this box if the asset is IT equipment.

> **NOTE:**
> A prenotification cannot be created for a bulk asset.
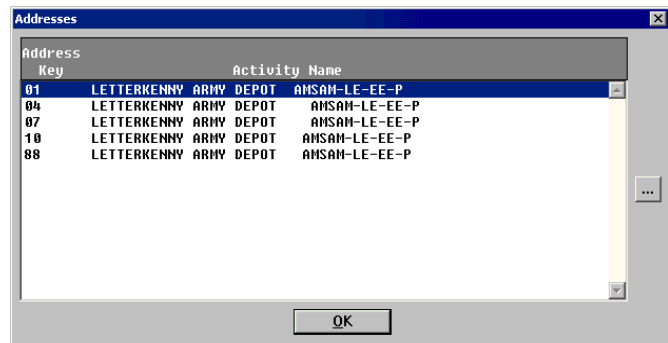
c. **Bulk Asset:** This field is not accessible.
d. **UIC:** Enter or browse for your UIC.
e. **Bar Cd:** If the asset has a bar code, enter the bar code.
f. **Stock Nbr:** Enter the stock number of the asset.
g. **FSC:** Browse for the Federal Supply Class and select the appropriate FSC for the asset.
h. **Serial Nbr:** Enter the serial number of the asset. This field is not accessible for bulk assets.
i. **HRH Nbr:** Enter or browse for the Major and/or Sub Hand Receipt Holder.
j. **IT Device Cd:** If you checked **IT Asset**, enter or browse for the IT Device Code of the asset.
k. **Address Key:** Browse for the Address Key for the Activity that is reporting the excess asset.

STEP 2:

a. Highlight the appropriate address key.
b. Click **OK**.

You are returned to the Excess Non-Property Key Data screen.
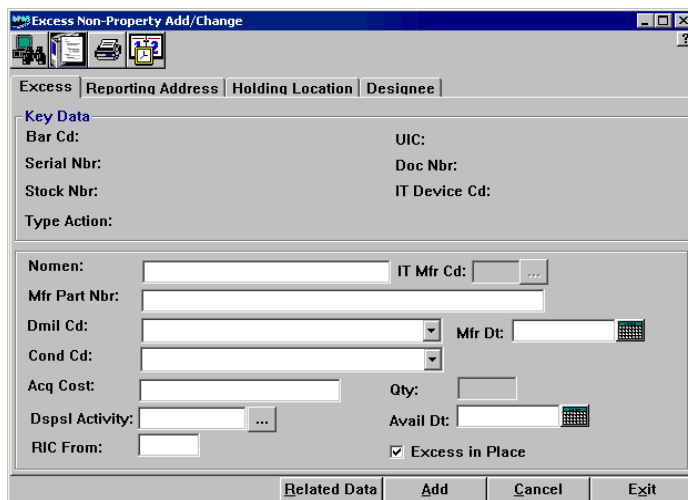
c. Click **OK**.
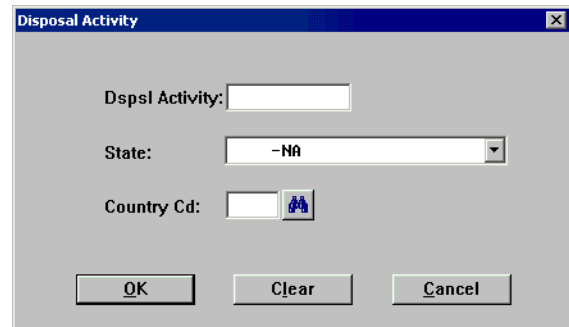
STEP 3:

a. **Nomen:** Enter the description of the item.
b. **IT Mfr Cd:** If the item is IT equipment, browse and select the appropriate manufacturer of the item.
c. **Mfr Part Nbr:** Enter the part number or model number of the item.
d. **Dmil Cd:** If applicable, select the appropriate Demilitarization Code.
e. **Mfr Dt:** Enter (or use the calendar button) the date the asset was manufactured.
f. **Cond Cd:** Select the appropriate Condition Code of the item.

g. **Acq Cost:** If known, enter an Acquisition Cost of the item.
h. **Dspsl Activity:** Click the browse button to browse for the applicable disposal activities.

STEP 4:

a. **Dspsl Activity:** If you know the DoDAAC of the Disposal Activity, you may enter it (but it must be on the Excess Site Table).
b. **State:** If you wish to search for the DoDAAC of your Disposal Activity, click on the drop down list box and select the state for which you are searching.
c. **Country Cd:** If you wish to search by country, click on the binoculars and select the country for which you are searching.
d. Click **OK**.
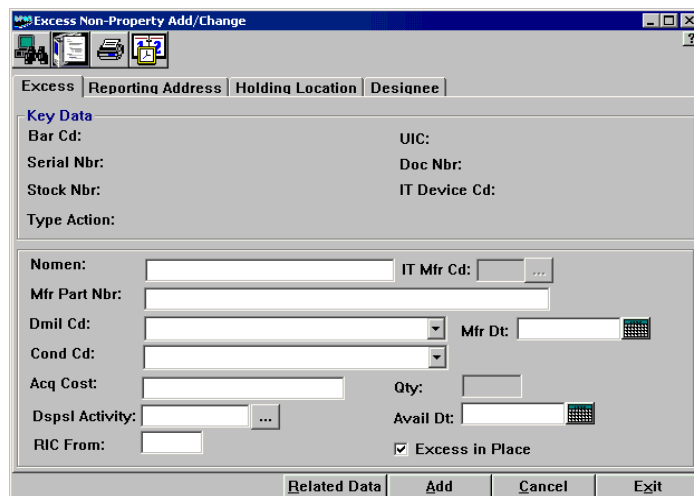
STEP 5:

a. **Avail Dt:** Enter the date the asset will be available.
b. **RIC From:** Enter your Activity's Routing Identifier Code.
c. **Excess in Place:** If you have a Memorandum of Agreement with your DRMO to Excess in Place, check this box.
d. You can click on the other tabs to display/change reporting and holding information.

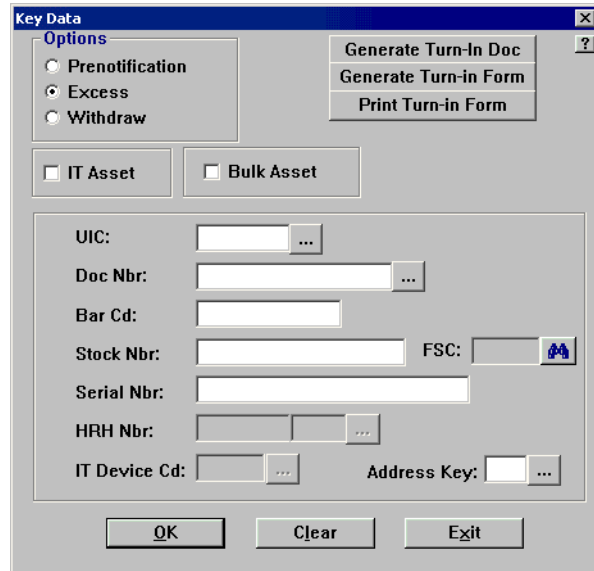| Tabs	
Reporting Address	Click on this tab to change information of the reporting activity.
Holding Location	Click on this tab to change information of the holding location of the asset.
Designee	Click on this tab to enter information for items that are to be donated as Computers For Learning (CFL). Refer to **Prenotifying DRMS of Excess Property** for steps to designate CFL.

e. Click **Add**.

The Transaction Processed dialog box will be displayed.

f. Click **OK**.

You will be returned to the Key Data screen.

g. Click **Exit**.

Excessing Non-Property Assets

INTRODUCTION

The purpose of this process is to allow the user to enter an Excess transaction that will be sent to a disposal activity.

PREREQUISITES

Before a Command can interface with the disposal activity, the System Administrator at DECC-Dayton must insert the necessary information into the Interface Control table.

You will need to have a Turn-In Document Number. This will be demonstrated in this exercise.

Address Keys must be established in the Utilities module.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Excess Actions** option from the program group.
3. Select **Excess Non-Property** from the program list.
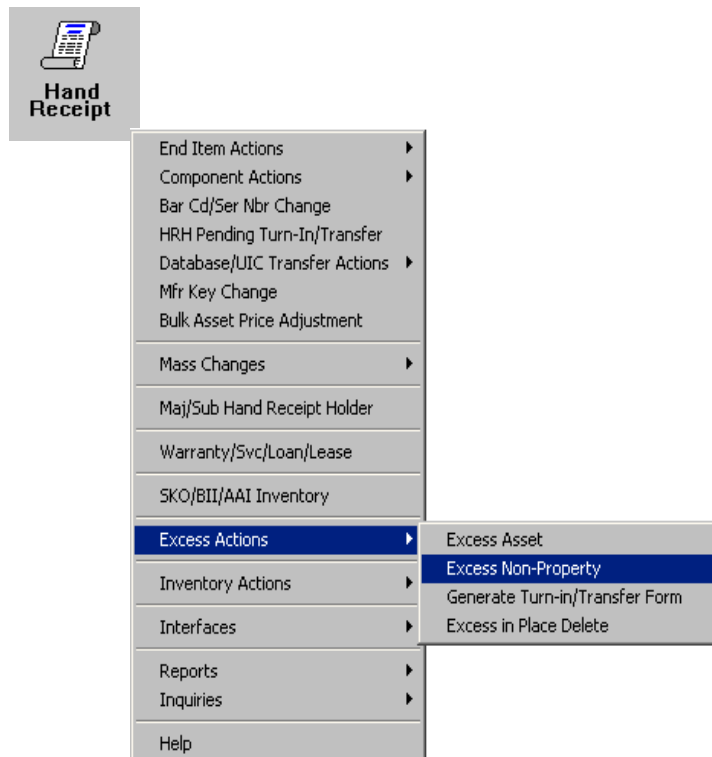
STEP 1:

a. **Options:** Select **Excess**.
b. **IT Asset:** Check this box if the item is IT equipment.
c. **Bulk Asset:** Check this box if the item is bulk managed. This field will not be accessible if you checked the IT Asset box.
d. **UIC:** Enter or browse for your UIC.
e. **Doc Nbr:** Leave this field blank; it will fill in later.
f. **Bar Cd:** Leave this field blank at this time.
g. **Stock Nbr:** Enter the Stock Number of the item you are excessing.
h. Leave the remaining fields blank.
i. Click on **Generate Turn-In Doc** button.

> **NOTE:**
> You can generate a turn-in document from the Excess Asset or Excess Non-Property process by selecting the Generate Turn-In Doc button on that processes' Key Data screen. Once the turn-in process has been completed, you are returned to the Excess Asset or Excess Non-Property process.
>
> An asset cannot be excessed before it has been designated for turn-in.

STEP 2:

a. **Document Number Assignment:** Select the appropriate Document Number Assignment.

  • **Automated:** DPAS will generate a document number automatically.
  • **Manual:** This is a user-defined document number.

b. **UIC:** This field is displayed from the Excess Key Data screen.
c. **Stock Nbr:** This field is displayed from the Excess Key Data screen.
d. **Destn Id:** Click on the browse button to display the Destination Identification Codes.
e. **Transfer Cd:** Click on the browse button to display the Transfer Codes.
f. **Include Turn-In Messages:** If you want to include any transfer messages that you have previously established, check this box.
g. Click **OK**.

STEP 3:

a. **Doc Nbr:** If your Activity interfaces with SARSS-O **AND** you selected **Automated** document number assignment, this field will be displayed with the unit's DoDAAC.

   If you selected **Manual** document number assignment, enter your document number here.

b. **Block:** For automated document number assignments, enter or browse to display the blocks of document numbers.

NOTE:
The Supply Requests Turn-In process will use the Document Identifier Code (DIC) of "A5J" to indicate the assets to be excessed through this interface. When creating the Document Number, it is imperative that the first six position of the Document Number is a valid Department of Defense Activity Address Code (DoDAAC) within the Department of Defense Activity Address File (DoDAAF). Transaction containing an invalid DoDAAC will be rejected by the Disposal Activity.

c. **RIC:** Enter the Routing Identifier Code.
d. **Media Sts Cd:** Select the appropriate Media Status Code. Refer to **References** for the appropriate codes.
e. **HRH Nbr:** Enter or browse for the Major and/or Sub Hand Receipt Holder.
f. **Qty:** Enter the quantity you are turning in.
g. **Supp Address:** If applicable, enter a Supplemental Address for the asset you are turning in.
h. **Fund Cd/Appn:** Enter or browse for the appropriate Fund Code and/or Appropriation Allotment Serial Number.
i. **Signal Cd:** Select the appropriate Signal Code. Refer to **References** for the appropriate codes.
j. **Acq Cost:** Enter the actual cost of the asset.
k. **Cond Cd:** Select the appropriate Condition Code of the asset. Refer to **References** for the appropriate codes.
l. **Local Use:** This is a free field. You can enter any applicable local information.
m. **Remarks:** Enter a justification of why the asset is being turned in.
n. **Addl Data:** Enter any additional information.
o. Click **Save**.

The Transaction Processed dialog box will be displayed.

p. Click **OK**.

You will be returned to the Excess Key Data screen and your Document Number will be displayed.

STEP 4:

a. **Bar Cd:** If your Activity uses bar codes, enter or browse for the bar code of the asset you are excessing. **Proceed to step c.**

b. **Serial Nbr:** Enter or browse for the serial number of the asset you are excessing. If your Activity uses bar codes and you entered a bar code, the serial number will be displayed.

c. **Address Key:** Click on the browse button to display the appropriate Address Keys.

STEP 5:

a. Select the address key for the Activity reporting the material as excess.

b. Click **OK**.

You are returned to the Key Data screen.

c. Click **OK**.

STEP 6 (Excess Tab):

• **Dspsl Activity:** Click the browse button for the disposal activity's DoDAAC.

STEP 7:

a. **Dspsl Activity:** If you know the DoDAAC of the Disposal Activity, you may enter it (but it must be on the Excess Site Table).

b. **State:** If you wish to search by state, click on the drop down list and select the state for which you are searching.

c. **Country Cd:** If you wish to search by country, click on the binoculars and select the country for which you are searching.

d. Click **OK**.

STEP 8 (Excess Tab):

a. **RIC From:** Enter the Routing Identifier Code of the Activity reporting the property as excess.

b. **Avail Dt:** The default for the availability date is the current system date. You can change this to the date the item will become available.

c. **Cond Cd:** Select the appropriate condition of the item.

d. Select the **Designee** tab.

STEP 9 (Designee Tab):

• **Designee Cd:** Click on the browse button to display the valid Designee codes.

STEP 10:

a. **Designee Cd:** If you know the Designee Code, you can enter it here. This code must match a designee code on the Disposal Designee Code Table.
b. **City:** If you know the exact city, you can enter it here.
c. **State:** Browse for the state where the asset will be designated.
d. Click **OK**.

HINT!
You **DO NOT** have to enter data in each of the above data fields. This is a search process to search by designee codes, by specific city, or by state.

STEP 11:

a. Select the appropriate designee.
b. Click **OK**.

STEP 12:

• Click **Add**.

You are returned to the Excess Key Data screen. You can now generate the DD Form 1348-1.

Printing the Turn-In Form
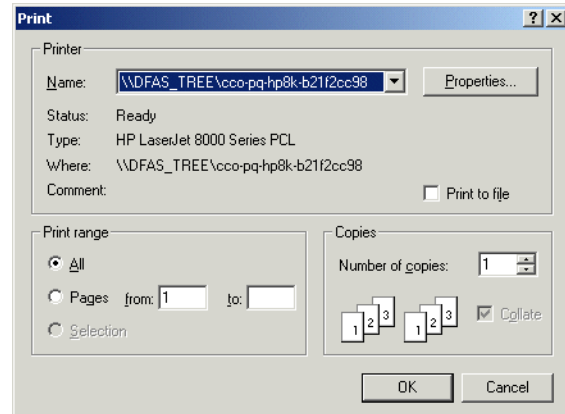
You can now print the Turn-In Form.

STEP 1:

- Click **Print Turn-in Form**.

STEP 2:

This is an example of the printer dialog box. This may not be the **exact same screen** that you will see on your computer.

- Make sure that the information on your printer dialog box is correct and click **OK**.

Below is an example of the DD Form 1348-1:

Tables

EXCESS IMPORT INTERFACE TABLE		ASSET REDISTRIBUTION TABLE	
FP	File row ready for processing.	**PR**	Prenotification transaction ready to send.
FR	File row rejected.	**PX**	Prenotification transaction sent to disposal activity (AE1 sent).
FS	File row suspended.	**RP**	Prenotification transaction acknowledged by disposal activity (AFX received - no errors).
RP	Transaction row ready for processing.	**ER**	Excess transaction ready to send.
PR	Transaction row processed and reported.	**EX**	Excess transaction sent to disposal activity (AS3 sent).
PX	Transaction row ready for delete.	**RE**	Excess transaction acknowledged by disposal activity (AFX received).
		EC	Excess transaction accepted by disposal activity and item not Excess In Place (XR1 received - qty matched - not Excess In Place).
		ES	Excess transaction accepted by disposal activity but suspended within DPAS (XR1 received - qty mismatch or bulk asset).
		EP	Excess transaction accepted by disposal activity and item is Excess In Place (ZR1 received - qty matched - Excess In Place).
		RR	Transaction rejected by disposal activity (AFX received - errors exist).
		WR	Withdraw transaction ready to send.